

## Sorority and Fraternity Life Graduate Assistant

### **General Summary:**

The Sorority & Fraternity Life Graduate Assistant serves as a member of the advising team for the sorority and fraternity community, which currently consists of 41 chapters divided among the Interfraternity Council, College Panhellenic Council, National Pan-Hellenic Council, and United Greek Council. The Graduate Assistant will demonstrate openness to connect with students and campus/community partners to support a diverse, equitable, and inclusive sorority and fraternity community.

### **Principal Duties and Responsibilities:**

- Serve as a Chapter Coach to a portfolio of chapters across all four councils, advising chapters regarding goals and expectations from the inter/national organization, ISU SFL, or the governing council and general chapter operations.
- Co-advise one of the governing councils alongside a professional staff member.
- Support and facilitate SFL programming, including the Gala, new member education, DEI initiatives, harm prevention, leadership development, and events with alcohol training and chapter consultations
- Advise the Order of Omega chapter. Meet one one-on-one with officers and attend general body meetings.
- Support all councils' membership recruitment and intake, including assisting with the College Panhellenic Primary Recruitment process each fall.
- Oversee and operate the SFL social media, including Instagram and Facebook accounts.
- Assist with the review of contracts for events, programs, speakers, etc.
- Attend the Association of Fraternal Leadership & Values central annual conference as a member of the SFL staff.
- Represent the Dean of Students Office and Sorority & Fraternity Life Unit at new and prospective student events.
- Serve as a Dean of Students Office staff member, participating in regular staff meetings, training, professional development sessions, and supporting unit/departmental functions and events as required.
- Serve as a University representative for Dean of Students Office programs, on and off campus, as business needs dictate and travel with students to conferences and workshops (may include driving University vehicles).
- Perform other duties and functions for the Sorority and Fraternity Life unit and the Dean of Students Office as assigned.

### **Requirements:**

All graduate assistants must meet the requirements outlined in the Illinois State University Graduate Assistant Handbook available on the Human Resources [website](#). Graduate Assistants must maintain a 3.0 cumulative GPA and remain in good conduct standing to retain their position.

### **Preferred Qualifications:**

- Membership in a social sorority or fraternity
- Prior leadership experience in a social sorority or fraternity

### **Length of Contract:**

The assistantship will begin July 14, 2025 and end May 29, 2026 and will follow the Illinois State University administrative calendar with an average of 20/hours per week. Occasional evening and weekend hours will be required. Graduate Assistants are expected to hold office hours during the regular work week, Monday-Friday between 8 a.m. and 4:30 p.m.

**Remuneration:** Graduate Assistants receive a full tuition waiver and a monthly stipend of \$1,510/month.

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